KANNALAND
MUNISIPALITEIT / MUNICIPALITY

KANNALAND MUNICIPALITY

VIREMENT POLICY

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SECTION A: DEFINITIONS

1. **"Accounting officer"** The municipal manager of a municipality is the accounting officer of the municipality in terms of section 60 of the MFMA.

2. **"Approved budget"** means an annual budget approved by a municipal Council.

3. **"Budget-related policy"** means a policy of a municipality affecting or affected by the annual budget of the municipality.

4. **"Chief Financial Officer"** means a person designated in terms of the MFMA who performs such budgeting, and other duties as may in terms of section 79 of the MFMA be delegated by the accounting officer to the chief financial officer.

5. **"Capital Budget"** This is the estimated amount for capital items in a given fiscal period. Capital items are fixed assets such as facilities and equipment, the cost of which is normally written off over a number of fiscal periods.

6. **"Council"** means the council of a municipality referred to in section 18 of the municipal Structures Act.

7. **"Financial year"** means a 12-month year ending on 30 June.

8. **"Line Item"** means an appropriation that is itemized on a separate line in a budget adopted with the idea of greater control over expenditure.

9. **"Operating Budget"** The Town's financial plan, which outlines proposed expenditures for the coming financial year and estimates the revenues, used to finance them.

10. **"Ring Fenced"** an exclusive combination of line items grouped for specific purposes for instance salaries and wages.

11. **"Service Delivery and Budget Implementation Plan"** means a detailed plan approved by the mayor of a municipality in terms of section 53(1) *(c)* (ii) of the MFMA for implementing the municipality's delivery of municipal services and its annual budget.

12. **"Virement"** is the process of transferring an approved budget allocation from one operating line item or capital project to another, with the approval of the relevant Manager. To enable budget managers to amend budgets in the light of experience or to reflect anticipated changes.

13. **"Vote"** means one of the main segments into which a budget of a municipality is divided for the appropriation of funds for the different departments or functional areas of the municipality; and which specifies the total amount that is appropriated for the purposes of the department or functional area concerned.

SECTION B: ABBREVIATIONS

1. **CFO** – Chief Financial Officer
2. **IDP** – Integrated Development Plan
3. **MFMA** – Municipal Finance Management Act No. 56 of 2003
4. **SDBIP** - Service Delivery and Budget Implementation Plan

SECTION C: OBJECTIVE

To allow limited flexibility in the use of budgeted funds to enable management to act on occasions such as disasters, unforeseen expenditure or savings, etc. as they arise to accelerate service delivery in a financially responsible manner.

SECTION D: VIREMENT CLARIFICATION

Virement is the process of transferring ***budgeted*** funds from one line item number to another within the same department vote, with the approval of the relevant Manager and CFO, to enable budget managers to amend budgets in the light of experience or to reflect anticipated changes. (Section 28 (2) (c) MFMA)

SECTION E: FINANCIAL RESPONSIBILITIES

Strict budgetary control must be maintained throughout the financial year to ensure that potential overspendings and / or income under-recovery within individual vote departments are identified at the earliest possible opportunity. (Section 100 MFMA)

The Chief Financial Officer has a statutory duty to ensure that adequate policies and procedures are in place to ensure an effective system of financial control. The budget virement process is one of these controls. (Section 27(4) MFMA)

It is the responsibility of each manager or head of a department or activity to which funds are allotted, to plan and conduct assigned operations so as not to expend more funds than budgeted. In addition, they have the responsibility to timely identify and report any unauthorized, irregular, fruitless and wasteful expenditure in terms of the MFMA sections 78 and 102.

SECTION F: VIREMENT RESTRICTIONS

a) No funds may be viremented between departmental main segments / votes without prior Council approval.

b) Virements may not exceed a maximum of R100, 000 as periodically reviewed by Council.

c) A virement may not create new policy, significantly vary from current policy, or alter the approved outcomes / outputs as approved in the IDP for the current or subsequent years. (section 19 and 21 MFMA)

d) Virements resulting in adjustments to the approved SDBIP need to be submitted with an adjustments budget to the Council with altered outputs and measurements for approval. (MFMA Circular 13,page 3, paragraph 3)

e) No virement may commit the Municipality to increase recurrent expenditure, which commits the Council's resources in the following financial year, without the prior approval of the Mayoral Committee. This refers to expenditures such as entering into agreements into lease or rental agreements such as vehicles, photo copiers or fax machines.

f) No virement may be made where it would result in over expenditure. (Section 32 MFMA)

g) No virement shall add to the establishment of the Municipality without the approval of the Municipal Manager.

h) If the virement relates to an increase in the work force establishment, then the Council's existing recruitment policies and procedures will apply.

i) Virements may not be made in respect of ring-fenced allocations.

j) Budget allocations may not be transferred from support service (interdepartmental) costs, Capital financing, Depreciation, Contributions, Grant Expenditure and Income Foregone.

k) Budget allocations may only be transferred from Salaries if approved by the CFO.

l) Virements in capital budget allocations are only permitted within specified action plans and not across funding sources and must in addition have comparable asset lifespan classifications.

m) No virements are permitted in the first three months or after the adjustment budget has been approved or the final month of the financial year without the express agreement of the CFO.

n) No virement proposal shall affect amounts to be paid to another Department without the agreement of the Manager of that Department as recorded on the signed virement form. (Section 15 MFMA)

o) Virement amounts may not be rolled over to subsequent years, or create expectations on following budgets. (Section 30 MFMA)

p) An approved virement does not give expenditure authority and all expenditure resulting from approved virements must still be subject to the procurement/supply chain management policy of Council as periodically reviewed.

q) Virements may not be made between Expenditure and Income.

SECTION G: VIREMENT PROCEDURE

a) All virement proposals must be completed on the appropriate documentation (See Annexure A) and forwarded to the relevant Finance Officer for checking and implementation.

b) All virements must be signed by the Head of Department within which the vote is allocated. (Section 79 MFMA)

c) A virement form (See Annexure A) must be completed for all Budget Transfers.

d) Virements in excess of R50,000 with a maximum of R100,000 need approval of the Chief Financial Officer. (Section 79 MFMA)

e) Virement proposals must include changes to the SDBIP.

f) All documentation must be in order and approved before any expenditure can be committed or incurred. (Section 79 MFMA)

g) The Municipal Manager will report to the Mayor on a quarterly basis on those virements that have taken place during that quarter.

SECTION H: SUPPLEMENTARY

This policy replaces any other policies or Council resolutions as far as they may refer to virements as defined in this policy.

Once agreed, the virement policy should form part of the Municipal Manager's formal delegations and Financial Regulations of the Municipality.

Transfers or adjustments falling outside the ambit of this policy must be submitted to the budget adjustment process in terms of section 69 of the MFMA.

Sources

Municipal Finance Management Act No. 56 Of 2003
MFMA Circular No.13 - Service Delivery and Budget Implementation Plan
Mark Pearson National Treasury Advisor
Airedale Primary Care Trust Budget Virement Policy: 2004-5 UK
George Mason
Virement Policy – Knysna Municipality
Virement Policy - Bitou Municipality

Approved : MAYCO 07/05/14 dated 28 May 2014

M.M. HOOGBAARD : MUNICIPAL MANAGER

J. DONSON : EXECUTIVE MAYOR

Annexure A

KANNALAND MUNICIPALITY

VIREMENT APPLICATION: OPERATING / CAPITAL BUDGET

This form must be:

1. Completed in duplicate
2. Signed by both Vote Custodians
3. Signed by the Head of Department
4. Approved by the Chief Financial Officer (only applications >R50,000)

NOTE:

1. The maximum virement is R100,000.
2. The votes involved must be within the same Service and transfers to/from operating to capital are not allowed.
3. No virements are allowed in the first three months or after the adjustment budget has been approved or the last month of the financial year.

TRANSFER REQUIRED: R..... BUDGET YEAR: 20..... / 20.....

	FROM	TO
DEPARTMENT		
SECTION		
VOTE DESCRIPTION		
VOTE NUMBER		
ORIGINAL/REVISED BUDGET PROVISION		
COMMITTED TO DATE (Excluding transfers)		
VOTE CUSTODIAN		

MOTIVATION:

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.....

SDBIP CHANGES:

Key Performance Indicator:
.....
.....

Cost to Budget: R .....

Target Date: .....

Quarterly Targets:
Quarter 1: ..... (Indicate change from approved SDBIP)
Quarter 2: ..... (Indicate change from approved SDBIP)
Quarter 3: ..... (Indicate change from approved SDBIP)
Quarter 4: ..... (Indicate change from approved SDBIP)

Monitoring Mechanisms:
.....
.....

VOTE CUSTODIAN (FROM)

Date: .....

VOTE CUSTODIAN (TO)

Date: .....

HEAD OF DEPARTMENT

Date: .....

FOR FINANCE DEPARTMENT USE

Checked by: ..... Date: ..... Manager: B & T

Approved by: .....Date: ..... CFO (for all virements between R50, 000 and R100, 000)

Budget adjustment processed by: ..... Date: .....

Authorised by: ..... Date: ..... Municipal Manager (only when applicable in terms of Virement Policy)